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NATIONAL SECURITY COUNCIL

Executive Secretary
National Security Council OCT 22 1959

1. Planning Board Record of Meetings
March 1953 - Current
and predecessor unit:
NSC Senior Staff Record of Meetings
August 1950 - March 1953
Summaries of discussions and decisions taken at weekly meetings of senior agency representatives engaged in drafting or revision of policies, studies and plans related to formulation of national security policy.
Arranged by date of meeting.
Security Classif.: Top Secret

permanent Records. Transfer to CIA Records Center 6 months after end of administration during which created. At end of 25 year storage period notify NSC Records Management Officer, or responsible successor to:
1. Explore possibility of downgrading security classification.
2. Initiate transfer to the National Archives.

2. Agenda for Meetings of The National Security Council. - 1947 to Current
Summarizing national security subjects scheduled by The President for discussion at meetings of statutory members of the National Security Council and other specially authorized cabinet officials.
Arranged by date.
Security Classif.: Secret

permanent Records. Transfer to CIA Records Center when 1 year old. At end of 25 year storage period notify NSC Records Management Officer, or responsible successor to:
1. Explore possibility of downgrading security classification.
2. Initiate transfer to the National Archives.

3. Chronological Correspondence files of [illegible] Secretary, NSC. - September 1947 - Current
Copies of all official outgoing correspondence signed by the Executive Secretary, NSC.
Arranged by date.
Security Classif.: Top Secret and [illegible] lower classifications.

permanent Records. Transfer to CIA Records Center when 3 years old. At end of 25 year storage period notify NSC Records Management Officer, or responsible successor to:
1. Explore possibility of downgrading security classification.
2. Initiate transfer to the National Archives.

On file NSC release instructions apply.

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1. NSC "Determinations" - July - October 1951
Consisting of files documenting NSC determinations under Section 1302 of the 3rd Supplemental Appropriation Act of 1951, with reference to U.S. economic and financial assistance to countries engaged in trade with the Soviet bloc.
Arranged by determination number, each relating to a specific country or group of countries.
Security Classif.: Top Secret and Secret

1. Permanent Records. Transfer to CIA Records Center, store for 25 years. At end of 25 year storage period notify NSC Records Management Officer, or responsible successor to:
1. Explore possibility of downgrading security classification.
2. Initiate transfer to the National Archives.

2. Cumulative Index of Policies of the Government of the U.S. Relating to National Security.
August 1948 - January 1953
Cumulative subject index to National Security Council actions, policies, memoranda and intelligence directives. Issued monthly (1949) to quarterly (1952).
Arranged by date of issue.
Security Classif.: Top Secret

1/3 Same as Item #1.

3. NSC Status of Projects
December 1947 - June 1955
Periodic reports, from 1 to 4 times monthly, prepared by NSC staff giving current status of NSC projects. Reproduced and distributed to participating agencies. Arranged chronologically.
Security Classif.: Top Secret

3 Same as Item #1.

4. Policies of the Government of the U.S. Relating to National Security.
1947 - 1955
(See Continuation Sheet.)

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7. NSC Senior Staff Minutes
August 1951 - June 1952
Summarizing and commenting upon items scheduled for specific meetings.
Arranged by date.
Security Classification: Top Secret

8. "Staff" Minutes — 1/6 — Same as Item #1.
October 1947 - July 1951.
Summaries of discussions at weekly meetings of special working assistants of senior agency representatives pertinent to consideration of policies, special studies and plans.
Arranged by date of meeting.
Security Classif.: Top Secret

9. Office Files of Mr T. B. Koons - NSC Staff Officer — 1 — Same as Item #1.
1953 - 1957.
Consisting of office memoranda and original correspondence to and from Special Assistants to The President; briefing papers; staff studies, special evaluations and advice documenting support of NSC staff with relation to OCB projects.
Arranged by subject folders.
Security Classif.: Top Secret and mixed lower classifications.

10. President's Committee on International Information Activities. "Jackson Committee" - Central Files. — 7 — Permanent Records. Transfer to CIA Records Center. These records are not to be transferred to the National Archives without prior consultation with appropriate NSC and CIA Officials.
January - June 1953.
Consisting of special studies, interviews, reports and correspondence by government officials and other influential persons pertinent to a Presidential directive for study and evaluation of international information policies and activities of the Executive Branch. These records provide background information relative to creation of the OCB, the abolishing of PSB and PCCC and radio broadcasting.
Arranged primarily in alphabetical order by source.
Security Classif.: Top Secret and mixed lower classifications.

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11. Planning Coordination Group - Central Files 1
April 1955 - January 1958.

Consisting of special reports, studies and correspondence. This unit was specially organized within the framework of the OCB for the purpose of injecting dynamic and imaginative ideas into agency plans and programs related to national security policies.

Arranged by project folders.

Security Classif.: Top Secret

Permanent Records - Transfer to CIA Records Center. These records are not to be transferred to the National Archives without prior consultation with appropriate NSC and CIA Officials. (See CIA letter of 1/27/56)

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